

Stipulation & Amended Stipulation

Last Updated: October 20, 2005

NOTE: Do not file a Stipulated Order on CM/ECF. The Stipulated order should be e-mailed in WordPerfect format to the Courtroom Department.

1. **Log into CM/ECF.**
2. Select **Bankruptcy.**
3. Select **Other.**
4. Enter the **Case Number.** Click **Next.**
5. Select **Stipulation.** Click **Next.**
6. Click **Next** to skip the **Joint filing with other attorney(s)** screen.
7. **Select** the party filer that you represent, not all parties that signed off on the Stipulation. If the party filer is not listed, click Add/Create New Party. Click **Next.**
8. **Browse** to select the Stipulation or Amended Stipulation pdf file. Click **Next.**
9. Click in the box next to “**refer to existing document(s),**” and then type in the other party’s name in the “**Stipulation with whom?**” text box. Click **Next.**

NOTE: Do not select the “**refer to existing document(s)?**” if you are filing a Stipulated Motion for Relief and no previous Motion for Relief has been filed.

10. **Events Category** screen displays:
 - Select the category to which the document you are settling was filed.
 - If you are not sure of which category to choose, select all of the categories by clicking and dragging the mouse over all categories.

Click **Next.**

11. Select the document that your Stipulation or Amended Stipulation is settling by clicking in the box next to the correct docket event. Click **Next**.

12. If needed, modify the text according to the court's procedures. Click **Next**.

NOTE: When filing an **Amended Stipulation**, type **Amended** in the text box.

13. **Verify** the final docket text before submitting. If correct, Click **Next**.

CAUTION!!

- This is the last screen. Clicking **Next** will submit this document to the database.
- If the final docket text is incorrect, click the browser **Back** button to find the screen to be modified.
- To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF** Menu bar.

14. **Notice of Electronic Filing/Receipt** screen displays.

WARNING: IF THE NOTICE OF ELECTRONIC FILING SCREEN DOES NOT APPEAR, DO NOT REFILE YOUR DOCUMENT. CALL THE CLERK'S OFFICE.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this pleading is now an official court document.